

ACHIEVEMENT COLLECTION – FACULTY INSTRUCTIONS

Authorizer: Registrar's Office

2015/2016 Academic Year

PROCESS STATEMENT:

Grades for full-time programs are to be submitted through the faculty portal within three working days of the final exam.

SCOPE:

The process applies to all full and part-time instructional staff, involved in submitting final grades for courses delivered through cohort programs.

PROCESS

- 1) Faculty must enter or upload final grades within 3 business days of the course end date.
 - a) If there are any exceptions for meeting the deadline, the chair of the program must be consulted.
 - i) The chair will notify the appropriate records officer as required unless otherwise specified.
 - b) Faculty must follow the Grading Procedure in the event that an Incomplete (I) has been assigned. An Incomplete (I) is not considered a final grade.
 - i) Faculty must notify the chair of the rationale and terms for completion.
- 2) Final grades are approved by the chair responsible for the course.
 - a) Supplemental opportunities occur once a final grade has been approved.
- 3) If a mark change is required after a final grade has been approved, faculty must complete and submit Marks Change Form (RO477) and submit to the chair for approval.
 - a) If approved, the chair forwards to the records officer for processing.
- 4) Records officers remove students from courses for future sessions in which the prerequisite was failed prior to the next session start date to ensure accurate class lists for the start of the next session.

SITUATION	ACTION
If a student's name is on the list/screen, but ceased to attend classes.	1. Enter mark achieved in the course.
If a student's name is not on the list/screen.	1. Contact the Student Records Officer for the program for clarification.
If a Supplemental has been granted (4 weeks allowed from the end of classes)	1. Enter the original mark for the student. 2. Complete and issue <u>Supplemental Authorization Form (RO479)</u> to the student.
If a student has been given an "I" (Incomplete). (8 weeks allowed from the end of classes).	1. Submit the "I" on the list. 2. Complete and issue <u>Incomplete Memorandum (RO476)</u> to the student. 3. If change is not received after 8 weeks, the "I" will become "F"
If a mark change is required after the original submission.	1. Complete and submit the <u>Marks Change Form (RO477)</u> to the Student Records Office for processing.

RESOURCE DOCUMENTS:

1. Evaluation of Student Learning Policy
2. Evaluation of Student Learning Procedure
3. Clearance of Academic Deficiency Policy
4. Clearance of Academic Deficiency Procedure
5. Grading Procedure
6. Marks Change Form (RO477)